

Executive Host Information 2005
Placement Week November 15-19, 2004

Office Name: Legislative Analysis, NOAA Research

Position Title: Program Analyst

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	X
6-10	
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? 1

If fellow is currently on assignment, please provide contact information.

Name	Naomi Lundberg
Tel	301-713-1671 x142
Email	Naomi.Lundberg@noaa.gov

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

Organizational Overview

Mission Statement: (Please limit to 30 words.)

Our mission is to provide effective legislative and constituent research and development activities that promote the awareness, support, and use of NOAA's Research capabilities.

Brief Overview of Your Office's work: (Please limit to 150 words.)

Legislative Analysis is part of NOAA Research headquarters staff, and acts as a point of contact between NOAA Research scientists and NOAA Legislative Affairs policy analysts. We provide Congressional activity planning and coordination for NOAA Research. Legislative Analysis tracks and analyzes legislation from scientific and policy perspectives, prepares officials for Hill briefings, writes and edits testimony, and prepares answers to Congressional inquiries.

Legislative Analysis works with NOAA Research Budget Formulation and coordinates with NOAA Finance and Administration to communicate budget information to Congress and constituents.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

Legislative Analysis works closely with NOAA Legislative Affairs and NOAA Finance and Administration on legislative and budget issues. We work with a variety of other offices depending on specific projects. Given the requirements of our work, we are in constant contact with NOAA Research laboratory and program senior scientists and staff across the country, including Sea Grant. We also work with other NOAA line offices on crosscutting NOAA issues, such as invasive species and drought. We work with other government agencies to a lesser extent.

We have a consistent working relation with the following offices:

Legislative Affairs
Finance and Administration (NOAA budget office)
Program Coordination/ Office of the Undersecretary

Assignment Description.

It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong writing and editing skills: revise and edit information into clear, non-technical English
Strong communication skills and interpersonal skills.
Knowledge of Microsoft PowerPoint
Ability to work in a team and practice give-and-take as needed with workloads and assignments.
An interest in working with the intersections of science and policy
An interest in many crosscutting fields across climate, weather, air quality, and ocean science: the fellow will frequently work on a number of issues simultaneously

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The Fellow will gain an excellent understanding of the legislative and decision-making process. The Fellow will learn to interpret and translate complex scientific information. The Fellow will also gain management skills, as she/he will need to coordinate many parties to receive, interpret, and clear information within tight deadlines. Congressional duties include:

- Answer Congressional and constituent questions on a variety of scientific and policy issues.
- Write and edit testimony on science issues for Congressional briefings.
- Review legislation and prepare letters that express the views of NOAA scientists and program managers.
- Prepare briefings for NOAA senior management.

The Fellow will gain understanding of the Congressional appropriations process, and the federal budget formulation and justification processes. The Fellow will learn to read and interpret budget tables. Related duties include:

- Prepare fact sheets describing proposed science initiatives in the President's FY 2006 budget to Congress.
- Prepare briefings to Congressional members and staff on the President's FY 2006 budget request.
- Answer questions regarding NOAA Research's budget, such as the President's FY 2006 budget request and its potential effects on programs, and current program budget information.
- Help prepare briefings to the Department of Commerce and Office of Management and Budget on NOAA Research's FY 2007 budget request.

We will work with the Fellow to tailor his/her duties to best fit his/her interests and future career goals. The Fellow will have the opportunity to track, analyze, and respond to issues of interest. For example, if the Fellow has a particular interest in climate change science she/he can track that issue throughout the year and work with scientists or other offices on the issue as appropriate.